

	Georgia Technology Authority	
Doc Ref Number:	ENT - PROCUREMENT - 002-POL	Topical Area: GTA Procurement
Document Type:	Enterprise Policy	Page: 1 of 3
Title:	Technology Procurement Policy	
Effective Date:	02/03/2003	Revision Date: Original
POC for Changes:	GTA Acquisition Management Office	
Synopsis:	Establishes GTA's policy on agency technology procurement	

PURPOSE

To set forth the Georgia Technology Authority's policy on agency technology procurement. To define when competitive bid is required and to delegate purchase authority to each agency under certain conditions.

SCOPE

All Agencies as that term is defined in O.C.G.A. Section 50-25-1.

POLICY

1.1 Applicability

This policy supercedes and replaces the following document:

- GTA Technology Procurement Policy, Release No. 2, dated August 23, 2001

1.2 All technology purchases shall be made in accordance with GTA Procurement Rules.

These are available on the GTA Web site (<http://gta.georgia.gov>) under **Procurement > Procurement Policies**.

Dollar Value	Requirement
Under \$2500*	Can be bought without competitive bid
\$2500 - \$100,000**	If no existing enterprise contract, must be competitively bid by agency; otherwise purchase using existing contract.
\$100,000 and over***	If no existing enterprise contract, must be competitively bid by GTA unless exempted below; otherwise purchase using existing contract.

*Orders costing less than \$2,500 can be bought without competitive bid.

**Orders costing \$2,500 to \$100,000 must be competitively bid unless there is a statewide contract for the particular product or service. The agency must use a

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statewide contract for the particular product or service if one exists. There is no dollar limit to procurements made through a statewide contract, unless otherwise specified in a particular contract. If there is no statewide contract, the state agency may conduct the bid and award the procurement. GTA will conduct the bid and award the procurement if requested by the agency.

***All technology procurements costing more than \$100,000 for which there is no applicable enterprise contract must be competitively bid by GTA. The agency role is to provide background and requirements. The GTA Acquisition Management Office will use the background and requirements to construct the RFP with agency participation. Adequate time should be allocated for construction, review and processing of RFP's by GTA. Evaluation will be conducted by GTA with agency participation.

1.3 General Delegation

In accordance with GTA Rule 665-2-1-.03 General Delegation, GTA grants a general delegation for the following items. Regardless of cost, the purchases of the following items are delegated to each agency procurement officer. These items must be procured in accordance with GTA Procurement Rules and this Policy.

- System Maintenance/Enhancement. This exemption covers routine software modifications and routine maintenance of existing systems.
- Equipment Maintenance. Equipment maintenance should be re-bid every three to five years.
- Miscellaneous. This exemption covers
 - building control systems and maintenance
 - closed circuit TV systems and maintenance
 - computer controlled industrial equipment and maintenance
 - consumable IT supplies (media, toner, ink, etc)
 - digital copiers and maintenance
 - facsimile machines
 - instructional equipment and maintenance
 - laboratory equipment and maintenance
 - life support and monitoring equipment and maintenance
 - mailing equipment/systems and maintenance
 - medical diagnostic equipment and maintenance
 - scientific equipment and maintenance

1.4 Requisitions

Requisitions should be e-mailed to GTA at procurement@gagta.com. They may also be mailed to:

Georgia Technology Authority
 Attn: Procurement
 100 Peachtree Street, Suite 2300
 Atlanta, GA 30303

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GUIDELINES

- Each agency's procurement officer shall maintain records and serve as GTA's single point of contact regarding technology procurements covered under this policy.
- Agency staff with particular questions in regards to the applicability of this policy to a particular agency need or initiative should contact their GTA Account Manager or GTA procurement staff in the GTA Acquisition Management Office.

AUTHORITY

- O.C.G.A. Section 50-25-4(a)(11)
- O.C.G.A. Section 50-25-4(a)(28)
- O.C.G.A. Section 50-25-4(a)(30)
- O.C.G.A. Section 50-25-7.2 through 7.3
- Administrative Rules of the State of Georgia, Chapter 665-1 *et seq.* (i.e. Procurement Rules of the Georgia Technology Authority)